

T FOR RECORDS RETENTION
Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 160PAGE
NO. 1.

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

EASTERN SHORE STATE HOSPITAL

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. ACCOUNTING RECORDS

Quantity: 21 letter size drawers (31 cubic feet) plus 17 drawers and 140 cubic feet in storage. (Total 196 cubic feet).

Dates: 1915 - -

File Arrangement: chronological

Annual Accumulation: 5 cubic feet

Disposable Amount: 170 cubic feet (estimate)

Audited by: State

This item includes all standard accounting records used by State agencies and also those used only in the hospital. Specifically, these are:

Comptroller of the Treasury

Form No.

E-1-S Distribution of Charges
E-1 & E-2 Transmittal
DD-1 Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2) Monthly Report of State Funds Collected and Deposited
Distribution of Unexpended and Obligated Balances
Monthly Statement of Balances

Purchasing Bureau (Dept. of Budget & Procurement)

1-A Requisition for Supplies
47-A Purchase Order

Approved Hall of
Records Commission

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

Date

Secretary

RECORDS FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 160PAGE
NO. 2

4.

Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

100-16 Out of Schedule Requisition for Supplies
 39A & 40A Stores Requisition
 CF2 Copy of Contract Awarded
 CF1 Capital Fund Requisition for Equipment
 100/24 Actual Emergency and Repairs Report
 27 A Copy of Contract Awarded
 CF 3 Copy of Contract Awarded
 Delivery Invoice
 26 A Notice of Award of Contract
 52 Credit Memorandum
 51 Report of Partial Delivery

Budget Bureau (Department of Budget & Procurement)

BB-1 (Rev.) Formerly BB1 and BB2
 Budget Schedule Amendment Sheet
 BP Inv. R101 Report of Fixed Assets (annual)
 BP Inv. R102 Report of Materials and Supplies (annual)
 BP Inv. 6 Materials and Supplies Physical Inventory (annual)
 BB-40 Request for Position Action
 Budget Forms
 1 thru 11 Budget Estimates Fiscal Year (13 pages including farm
 statement)
 PP 1 A Power Plant Utility Report (monthly)
 Farm Report (annual)
 Farm Report (monthly)
 Food Report (monthly)
 BP Inv. 1 Stores Record
 BP Inv. 2 Equipment Record
 BP Inv. 3 Motor Vehicle Record
 Memorandum of Adjustment

Others

Vendor's Invoices
 Bank Deposit Slips
 Bank Statements
 Bank Deposit Receipts
 Cancelled Checks
 DMH 101 County Patient Maintenance Bills
 DMH P 7 Delivery Order and Receipt (Institutional Storeroom
 Receipt)
 DMH P 8 Employees Feeding Report
 Meal Coupon Books (obsolete)
 Guest Ticket Book (obsolete)
 Inventory Work Sheets
 Patients Cash Receipts
 Occupational Therapy Cash Receipt
 General Fund Cash Receipt
 Recreation Fund Receipts
 Leave Request

APPROVED BY
BOARD OF PUBLIC WORKS

Date MAY 17 1955

Secretary

1. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

PC 8 Sewing Room Report (monthly) +
Farm Report (Institutional - Monthly)

The above records are supporting data to the permanent books of account.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

2. EMPLOYEES PERSONNEL FOLDER

Quantity: 5 letter size drawers (7½ cubic feet)
Dates: 1919 - -
File Arrangement: alphabetical
Annual Accumulation: less than ½ cubic foot
Disposable Amount: 1½ cubic feet (estimate)

A folder for each employee is maintained; contains the following records.

SEC 102 Application for Employment
SEC 156 Physical and Medical Examination
P 6 Employees address
W 4 Federal form - statement of exemptions for withholding tax purposes
SEC 130 TSP request (temporary appointment)
Uniform Ticket
DMH p-3 Uniform Receipt
P 2 Separation Check List
P 3 Separation Remarks
Correspondence

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER SEPARATION FROM THE HOSPITAL SERVICE AND THEN DESTROY.

3. EMPLOYMENT RECORD

Size: 5" x 8"
Quantity: less than ½ cubic foot
Dates: 1919 - -
File Arrangement: alphabetical

Card form prepared for each employee; shows name, classification and changes in classification, salary and on reverse efficiency ratings and any comments.

RECOMMENDATION: RETAIN PERMANENTLY. APPROVED BY

4. MASTER AUTHORIZATION

BOARD OF PUBLIC WORKS

Date MAY 17 1955

Size: 5" x 8"
Quantity: less than ½ cubic foot

*Approved Hall of
Records Commission*

*approved Hall of
Records Commission*

*approved Hall of
Records Commission*

[Signature]

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Item
No.

Dates: July 1, 1953 - -
File Arrangement: alphabetical

Authorization of the State Commissioner of Personnel to enter employee on the payroll, make any changes in classification or pay rate. On the reverse is listed all pay deductions.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SEPARATION FROM THE HOSPITAL SERVICE AND THEN DESTROY.

5. CORRESPONDENCE

Quantity: 27 letter size drawers (40 cubic feet)
Dates: 1919- -
File Arrangement: alphabetical
Annual Accumulation: 2 drawers (3 cubic feet)
Disposable Amount: 15 cubic feet (estimate)

This item includes correspondence in the following offices, Accounting, Business, Administrative Assistant, Dietitian, Personnel and Purchasing. It is concerned with the functions of the offices and is with individuals, Federal, State, County and Municipal agencies, vendors, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and ^{Reductions} - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed.

*Int + unit -
AUG 11 1955*

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

*RECEIVED BY
BOARD OF PUBLIC WORKS
Date... 11, 1955.*
[Signature]
Secretary

RECORDS FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 160

PAGE NO. 8.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>(General Schedule No. 4, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) - is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).</p>	

APPROVED BY
BOARD OF PUBLIC WORKS
Date MAY 17 1955

[Signature]
Secretary